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ABSTRACT

OCLC is a computer network system providing an online union catalog and cataloging, interlibrary loan, serials control, name-address directory, acquisitions, and circulation control services to over 4000 user terminals linked together by dedicated leased telephone lines or by dial access systems. OCLC users have at their fingertips online files of bibliographic information about OCLC members, vendors, and other institutions. By typing simple commands on the terminal keyboard, users can retrieve needed information in seconds. The information appearing on the screen may be used repeatedly by institutions in the network system. Other features such as subject retrieval and patron access are in development. Together OCLC constitutes an online system that can support libraries in all 50 states and some foreign countries. (Author/RAA)

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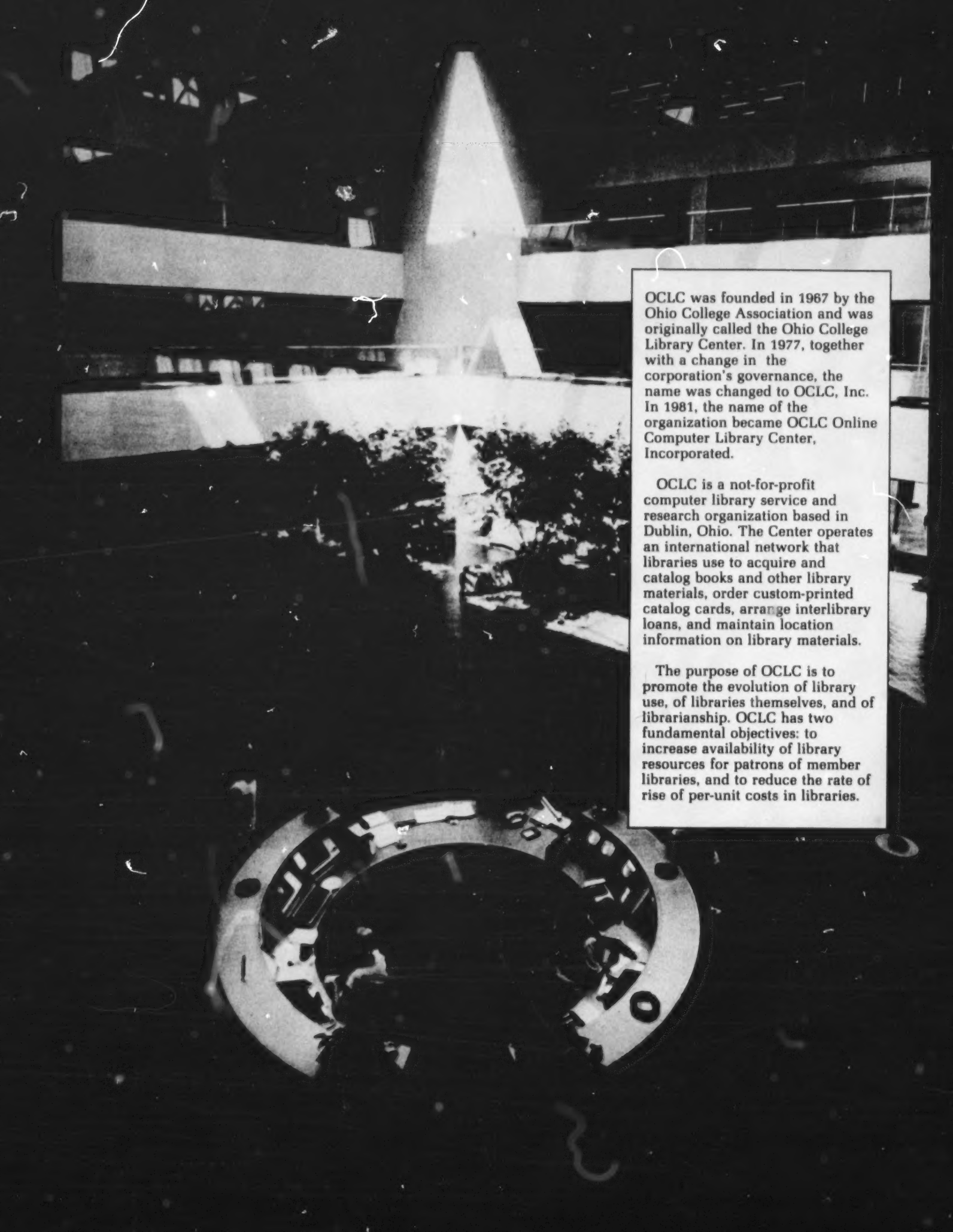


OCLC was founded in 1967 by the Ohio College Association and was originally called the Ohio College Library Center. In 1977, together with a change in the corporation's governance, the name was changed to OCLC, Inc. In 1981, the name of the organization became OCLC Online Computer Library Center, Incorporated.

OCLC is a not-for-profit computer library service and research organization based in Dublin, Ohio. The Center operates an international network that libraries use to acquire and catalog books and other library materials, order custom-printed catalog cards, arrange interlibrary loans, and maintain location information on library materials.

The purpose of OCLC is to promote the evolution of library use, of libraries themselves, and of librarianship. OCLC has two fundamental objectives: to increase availability of library resources for patrons of member libraries, and to reduce the rate of rise of per-unit costs in libraries.

Online System Design

To achieve its objectives, OCLC has designed a computer network system. Approximately 4,000 specially designed CRT terminals are linked to the OCLC computer center in Dublin, Ohio, by dedicated, leased telephone lines. Libraries may also access the computer center through dial-access terminals using the TYMNET telecommunications network or direct-dial.

OCLC users have at their fingertips online files of bibliographic information about library materials and communication information about OCLC members, vendors, and other institutions. By typing simple commands on the terminal keyboard, users can retrieve needed information in seconds. The information that appears on the terminal screen may be used repeatedly by institutions in the network system.

The overall design for the OCLC system provides for the Online Union Catalog and:

Cataloging
Interlibrary Loan
Serials Control
Name-Address Directory
Acquisitions
Circulation Control

Other features, such as Subject Retrieval and Patron Access, are in development.

Together, these will constitute an integrated, comprehensive online system to support libraries in all 50 states and in other countries. The system is being developed so that a future national or international network can be established without major redesign of system software.

Online Union Catalog and Cataloging Subsystem

The Online Union Catalog is a data base of bibliographic information created by the cooperative cataloging effort of libraries in all 50 states and in other countries. The Online Union Catalog and the Cataloging Subsystem provide the bibliographic information essential to other subsystem activities.

Online Union Catalog

By May 1981, the Online Union Catalog contained over 7.4 million bibliographic records representing books, serials, audiovisual media, special instructional materials and kits, manuscripts, maps, music scores, and sound recordings. These records are displayed in MARC (MAchine-Readable Cataloging) formats to provide for accurate and effective user input and computer manipulation. These formats contain codes that identify data for computer recognition and manipulation.

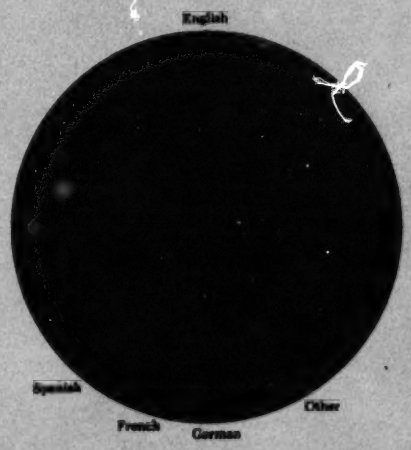
Bibliographic records are added to the Online Union Catalog through online entry by member libraries and batch loading of machine-readable tapes. The single largest contributor of records is the Library of Congress (LC) through its MARC Distribution Service. LC-MARC tapes for books, audiovisual media, and maps are added regularly. The National Library of Medicine also supplies OCLC with its CATLINE tapes, which are processed weekly.

Records entered online by the 2,500 member libraries comprise nearly 75 percent of the data base. Approximately 25,000 records are added each week. Retrospective conversion by member libraries has greatly enriched the data base with its coverage of older imprints, and with geographic and subject-oriented special collections. Significant contributions from national sources include the Library of Congress's serials cataloging and the U.S. Government Printing Office's cataloging.

Linked to each record in the Online Union Catalog are location symbols identifying libraries that have used the record for cataloging. These symbols are displayed in groups alphabetically by state or province.

As libraries convert retrospective cataloging to machine-readable form, and as new items are added, the Online Union Catalog becomes increasingly useful for locating bibliographic materials. In May 1981, the Online Union Catalog contained over 92 million location symbols.

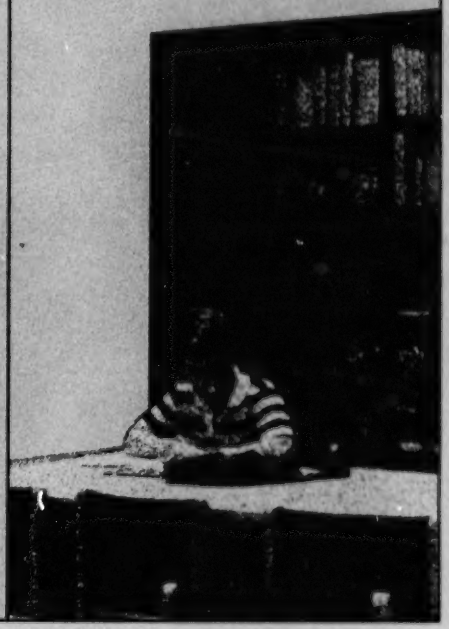
If a library finds no record for an item, the library enters new cataloging. If a library finds a related record for an item, the system incorporates some information from the related record into the new record. New records are available to other OCLC libraries as soon as they are entered into the Online Union Catalog.



Language distribution of bibliographic records in OCLC On-line Union Catalog

LC Name-Authority File

In January 1980, OCLC began providing online access to LC Name-Authority records. In May 1981, the Name-Authority File contained approximately 500,000 records for personal, corporate, conference, and geographic names and for uniform titles. In addition to providing the currently acceptable form of name, it also provides see-from and see-also-from information. Many records contain the AACR2 form of name, making adoption of the new cataloging rules much easier.

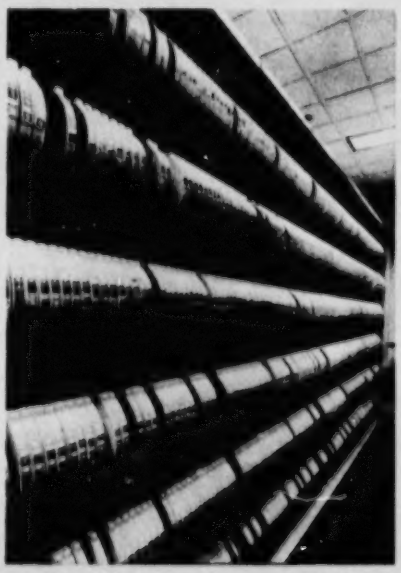


Access to the Online Union Catalog

Bibliographic records in the Online Union Catalog offer a variety of access points: LC card number, ISBN, ISSN, OCLC control number, CODEN, government document number, and keys derived from name, title, or name/title combinations. Derived search keys may be qualified by date of publication and type of material. Most libraries find records for over 90 percent of their titles in the Online Union Catalog.

Online Cataloging

Libraries may modify existing records to conform to local cataloging requirements. These changes appear on the library's cards and other offline products, but they do not alter the master record in the Online Union Catalog.



Offline Products

Libraries use the Cataloging Subsystem to produce catalog cards, accessions lists, and magnetic tapes.

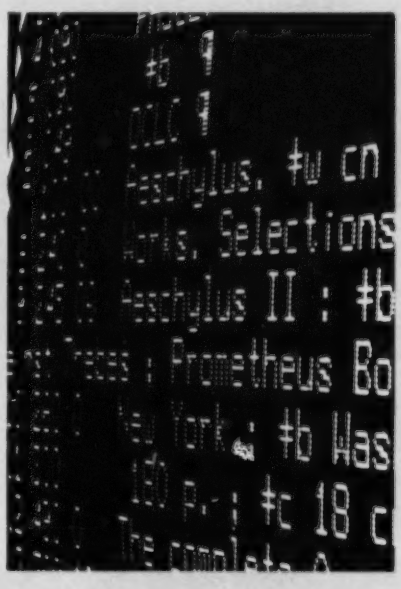
Catalog Cards. OCLC produces pre-sorted catalog cards tailored to the specific requirements of individual libraries. These catalog cards are shipped to libraries daily. Libraries catalog over 325,000 titles each week for which OCLC prints over 2.5 million catalog cards.

Accessions Lists. Accessions lists of newly cataloged materials are available semimonthly, monthly, or quarterly. The lists are supplied as camera-ready copy or on duplicating masters.

Magnetic Tapes. Many libraries also use machine-readable copies of their cataloging. OCLC-MARC Subscription Service magnetic tapes contain bibliographic records in the Library of Congress MARC II communications format. OCLC produces and ships tapes weekly, biweekly, monthly, quarterly, or semiannually, as requested by subscribers. These tapes have been used to produce microform catalogs, circulation records, and current awareness services.

Benefits

- Online access to union catalog of 2,500 libraries
- Quick, efficient, cost-effective cataloging
- Online access to the Library of Congress Name-Authority File
- No more duplication of original cataloging
- Increased bibliographic control



Interlibrary Loan Subsystem

The Interlibrary Loan (ILL) Subsystem enables libraries to create, transmit, and fill loan requests more rapidly and efficiently through online communications. The ILL Subsystem also increases library efficiency through improved record-keeping and reduces the time and costs associated with interlibrary loans.

Locating an Item

Linked to each record in the Online Union Catalog are location symbols identifying libraries that have used the record for cataloging. Libraries locate items by requesting displays of these location symbols.

Requesting an Item

Loan requests are transmitted online using workforms supplied by the ILL Subsystem. Workforms contain bibliographic information, patron's name, appropriate addresses, cost and record-keeping information. If there is a record for the requested item in the Online Union Catalog, the system automatically supplies the bibliographic description in the workform. If there is no record in the Online Union Catalog, the borrower requests a blank workform and supplies the appropriate information.

The borrower can specify up to five potential lending libraries. The system transmits the loan request to one library at a time. If a library does not respond affirmatively within four days, the system transmits the request to the next library. After receiving an affirmative response, the system stops its queries.

Filling a Request

The lender ships the item and adds information to the online ILL record concerning restrictions on use of the loaned item, shipping and due dates, addresses and instructions, charges to the borrower, and special notes about the loan. The system then transmits a message to the borrowing library.

Message File

An online message file stores loan messages for each library. This file contains notices of new requests, responses to requests, overdue notifications, and special messages. Upon request, the system displays a list of these pending messages, which the library examines to determine what actions are necessary.

Interlibrary Loan

Access to ILL Records

The ILL Subsystem offers a variety of access points to loan transactions. Users may search by title, author/title, and ILL transaction number. Borrowers can retrieve records by patron name or identification number. Lenders can retrieve records by local call number. Libraries may also search the file for their current lending and borrowing partners.

Planned Improvements

(In Development)

- Statistical analysis of each participant's loan activities
- Interface with Name-Address Directory, giving names, addresses, and institution policies
- Interface with Serials Union Listing, giving holdings information about individual issues of journals

Benefits

- Rapid communication of loan requests
- Access to Online Union Catalog of 2500 libraries
- Online creation, retrieval, and maintenance of loan requests
- Reduced loan costs
- Increased availability of library resources

Serials Control Subsystem

The Serials Control Subsystem provides for serials check-in, union listing, and claiming. Used in conjunction with the Acquisitions and Cataloging Subsystems, this subsystem provides almost complete control of serials.

Access

Libraries using the Serials Control Subsystem increase the availability and timeliness of serials information. Staff and patrons have online access to up-to-date, detailed, copy-specific holdings and location information for serials in their library and in their Union List Groups. Using the Online Union Catalog, libraries can access bibliographic information for serials cataloged by any member library.

The CONSER (CONversion of SERials) project has contributed to building a serials data base of approximately 500,000 titles. Through this project, the Library of Congress and the National Library of Canada have authenticated bibliographic information in the Online Union Catalog.

Automatic Check-in

The subsystem enables each library to build its own online file of complete, detailed holdings statements for each copy of a serial. When an issue is received and checked-in, the subsystem automatically updates holdings information, including date received. Based on the title's frequency, the subsystem predicts and displays the next expected issue number and date of receipt. If a gap occurs when the issues are checked-in, the subsystem identifies a missing issue.

Union Listing

The Union Listing Capability provides a cost-effective means for creating, maintaining, and distributing serials union list information. Libraries enter summary holdings information into serial local data records. This information is used in Union List displays which are accessible to all Serials Control Subsystem users.

Summary holdings statements conform to the standard developed by the American National Standards Institute. Information related to the ANSI standard, including the prescribed values, is available through the HELP screens.

Interlibrary Loan Applications

The Union Listing Capability supports interlibrary loan activities for serials. Serial local data records may include Union Listing summary holdings statements. Summary holdings statements for Union List Groups and for institutions within these groups are accessible to other libraries.

Planned Improvements

(In Development)

- **Claiming.** Each library may customize its claiming activity and specify its claim cycle. Claiming may be:

  Automatic. The system automatically produces claim notices according to the library's established claim cycle

  Semiautomatic. The system produces messages at the terminal and prints claim notices on command

  Manual. The system prints claim notices only on command

- **Offline products.** These will support union listing activity

Benefits

- Reduced processing time for serials
- Online access to detailed, up-to-date information about a library's serial holdings
- Access to Union List data, containing summary holdings information for Union List participants
- Access to bibliographic and holdings information in a single online file
- Comprehensive bibliographic and inventory control for serials

Name-Address Directory

The Name-Address Directory is an online file containing names, addresses, and other communication and policy information about libraries, publishers, and vendors. It acts as a ready-reference guide giving current communication information, and it serves as the addressing mechanism for Acquisitions Subsystem users.

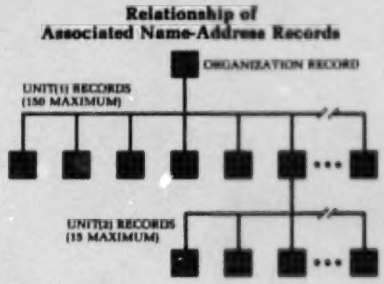
Authorized operators may create, store, retrieve, and alter records in the Name-Address Directory. Certain data in name-address records can be used for offline products with the Acquisitions Subsystem.

Structure

The Name-Address Directory contains three levels of records linked in conceptual hierarchies. At the highest level are organization records; these are generic records describing the entire institution.

One level below organization records are unit level 1 records. Each unit level 1 record provides address information for departments, offices, and/or divisions within the organization.

One level below unit level 1 records are unit level 2 records. They contain information for sections of a department or office. For example, a unit level 1 record for the Cataloging Department might have under it unit level 2 records for the Card Section and the Processing Section.



Access

Name-address records offer a variety of access points: organization and unit names, name-address control number, Standard Address Number, ISBN prefix, and OCLC symbol. Once a single organization or unit record has been retrieved, users may look at all the records within a record set.

Creation/Revision

Acquisitions Subsystem users, OCLC staff, and specially authorized agents create Name-Address Directory records. Authorized users can delete or revise selected information in the name-address records that they have created or that describe their own institutions.

When users find incorrect information in records they cannot alter, they supply the correct information in the MESSAGE field. OCLC staff review these messages, verify the information, and change the name-address records. OCLC staff may add a STATUS field to a record when users need to be informed about changes. Appropriate cross-references are available if changes affect record retrieval.

HELP Screens

Three online HELP screens describe the data in name-address records. Users can request a HELP screen at any point in the editing process, and then return directly to the record that was displaying prior to the HELP screen request.

Interface with Other Subsystems

All OCLC participants may access the Name-Address Directory for reference purposes; at present, only Acquisitions Subsystem participants create and alter name-address records. Acquisitions participants use the Name-Address Directory as the addressing mechanism for their offline products. Eventually, the Name-Address Directory will be available to other OCLC subsystem users for both reference and addressing purposes.

Benefits

- Online access to names and addresses of OCLC participants
- Reliable, up-to-date information about domestic and foreign vendors
- Reduced processing and mailing time for Acquisitions users

Acquisitions Subsystem

The Acquisitions Subsystem provides fast, cost-effective control of library acquisitions. The subsystem enables institutions to create online records for orders, receipts, claims, cancelations, renewals, inquiries, and financial transactions. OCLC then prints and mails orders, requests, and inquiries directly to suppliers. The subsystem also generates fund reports that offer administrative, planning, and management information.

Acquisition Records

Acquisitions users access the Online Union Catalog to adapt or create order records. Users have immediate access to the status of an order. The subsystem also allows users to create online records for items entering their Acquisitions Departments and, thus, to use the subsystem as an online decision file.

Pre-order Searching

Users search the Online Union Catalog for a single bibliographic record describing a requested item. Linked to each bibliographic record are location symbols identifying libraries that hold the item or have it in process.

Ordering

Acquisitions orders are created online with workforms that contain bibliographic and order information. The system automatically supplies bibliographic information from an existing record in the Online Union Catalog. If there is no bibliographic record for the item in the Online Union Catalog, the user supplies the appropriate information on a blank workform. The user then completes the required order information. Next, the system generates action forms that are sent directly to the supplier or to the ordering institution. Financial information is then automatically posted to the appropriate fund record(s).

HELP Screens

Three online HELP screens describe order-related information. Users can request a HELP screen and then return directly to the record displayed prior to the HELP screen request.

Receipt

Users record receipt of materials, invoices, and vendor reports in acquisitions records. Users designate completion of an acquisition record's in-process activity, and the system deletes completed records at appropriate intervals.

Fund Accounting

The subsystem offers comprehensive fund accounting that includes: online fund records showing financial activity; automatic posting of expenditures, encumbrances, and adjustments; and offline reports.

Offline Products

The subsystem generates three offline products. The Action Form is used to send orders, claims, cancelations, requests, inquiries, and general messages to suppliers. The Fund Activity Report is a cumulative monthly report that shows the financial condition of each online fund. The Fund Commitment Register is a monthly or quarterly report that summarizes order and receipt activity.

Name-Address Directory Interface

The Acquisitions Subsystem uses the Name-Address Directory as its addressing mechanism. Users enter specific references to name-address records in each acquisition record to indicate who should receive action forms, bills, and materials.

Constant Data

When sending several orders to the same supplier, users invoke the constant data function to reduce data entry. Repetitive data can be merged into as many acquisition records as required during one session at a terminal.

Library Control Data

Information that controls acquisitions processing and the generation of offline products is contained in the library control data. This data appears in an institution's Name-Address Directory organization record and is accessible only to authorized users within that institution.

Benefits

- Order and in-process items available in a single file
- Online access to up-to-date fund information
- Reduced staff time for typing, processing, and mailing orders
- Immediate access to status of any item
- Reduced receipt of unintentional duplicates

Circulation Control System (In Development)

The Circulation Control System provides fast, efficient loan processing and easy access to current bibliographic and loan transaction information. Periodic statistical and management reports supply library administrators with timely data to schedule personnel and to plan collection development.

Online Functions

Check-out calculates the due date, establishes item and patron links, alerts library staff to patron and hold (reserve) information, and initiates date-due slips.
Check-in calculates fines on overdue items, alerts library staff to item holds (reserves), and removes item and patron links.
Renewal reprocesses the check-out and extends the loan period of an item.
Hold establishes an automatic patron queue for a specific item.
Query allows immediate access to pertinent item and patron information.

Offline Products

Automatic Notices are provided for overdues, holds, and fines.
Summary Reports supply item, patron, and transaction information to support library management.

System Operation

Operators may enter loan information either automatically or directly from the keyboard. The automatic function uses a reading device attached to the terminal. Operators use the device to scan coded information on the item and on the patron's identification. The direct-entry method allows operators to enter information using the keyboard.

Benefits

- No more manual processing, filing, and searching
- Online access to current item and patron information
- Automatic circulation records and management reports

Online System Design

To achieve its objectives, OCLC has designed a computer network system whose overall design provides for six subsystems:

1. **Cataloging**	1971
2. **Serials Control**	1975
3. **Interlibrary Loan**	1979
4. **Acquisitions**	1981
5. **Circulation Control**	
6. **Information Retrieval and Subject Access**	

OCLC's online system is designed in an integrated fashion to assist libraries in performing acquisitions, cataloging, circulation, interlibrary loan, and serials control functions.

The **Cataloging Subsystem** provides bibliographic information essential to other subsystem activities. The OCLC Online Union Catalog is the data base of bibliographic information created by the cooperative cataloging effort of libraries nationwide.

The **OCLC Serials Control Subsystem** uses serial bibliographic records in the Online Union Catalog to provide libraries with several aspects of serials control: check-in, union listing, claiming, and binding. Through check-in, libraries build their own online files of holdings. The *Serials Union Listing* capability provides a means for creating, maintaining, and distributing serials union list information.

The **OCLC Interlibrary Loan Subsystem** increases the availability of library resources to patrons by enabling libraries to draw upon resources from other libraries. Potential lending libraries are identified online by their unique institution symbols attached to bibliographic records for items they have cataloged. Libraries formulate, transmit, and fulfill loan requests rapidly and efficiently through online communications among libraries.

The **Acquisitions Subsystem** supports ordering, receiving, and claiming operations for the acquisition of library materials. The subsystem also provides administrative and planning data, including fund commitment reporting. Local information entered during the ordering process facilitates cataloging and processing.

The *Name-Address Directory* contains names and addresses of libraries, publishers, vendors and others in the information industry. Data from the directory can be used in other subsystems.

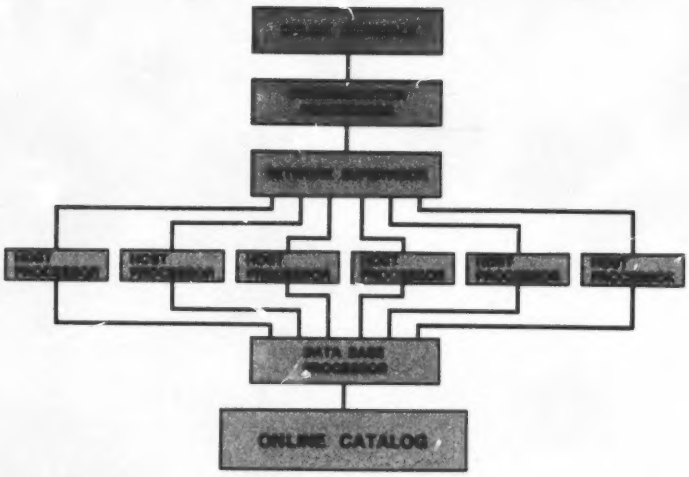
The **Circulation Control Subsystem** eventually will provide users efficient loan processing and easy access to current bibliographic and loan information. It will provide automatic check-outs, check-ins, renewals, holds, and queries.

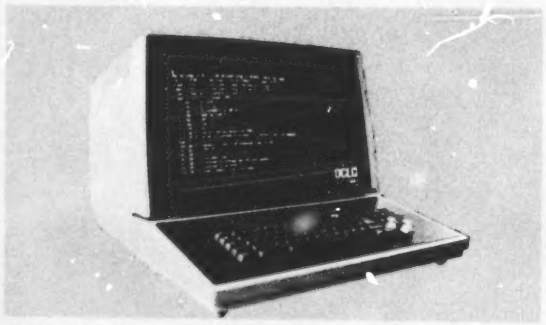
Accessing the System

Users may access OCLC's Online System using either specially designed OCLC terminals linked to OCLC via dedicated, leased telephone lines, or other commercially available terminals linked to OCLC by ordinary telephone lines or time-sharing network lines. Most users are linked to OCLC via dedicated, leased telephone lines.

The OCLC system offers users a computerized, online file of information about more than 7.2 million books and other library materials. By typing simple commands on the terminal keyboard, users can retrieve information in seconds. (The last page of this pamphlet gives simplified instructions about using the OCLC Online Union Catalog.)

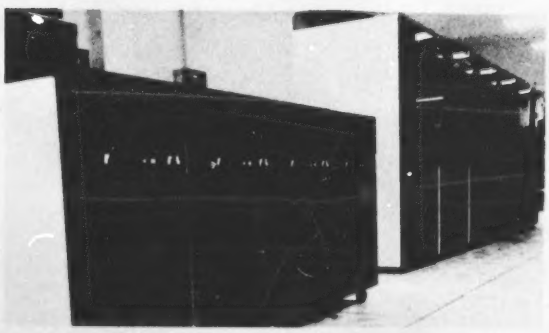
Online System





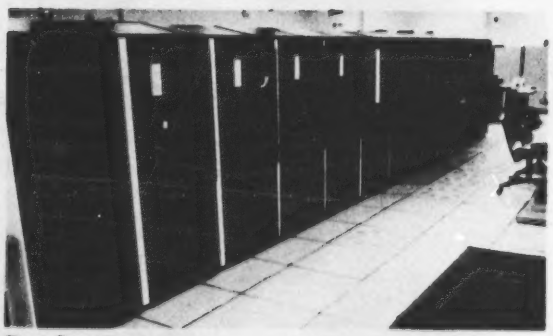
Online Terminal

Communication Processors

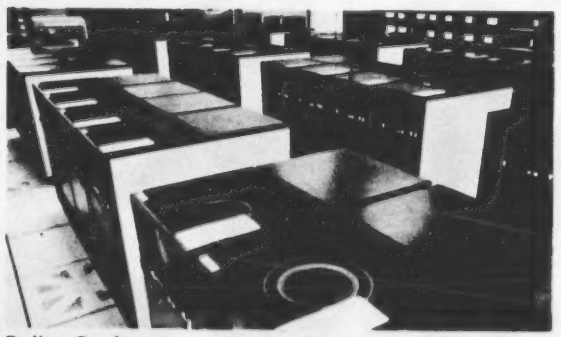


Network Supervisor

Host Processors



Data Base Processor



Online Catalog

Cataloging Subsystem and the Online Union Catalog

OCLC's data base, the Online Union Catalog, contains more than 7.2 million bibliographic records for books, serials, audiovisual materials, maps, manuscripts, scores, sound recordings, and other library materials.

The data base currently grows at a rate of about 25,000 records per week. Of these, approximately 21,000 are provided by member libraries; the remainder comes from Library of Congress MARC Distribution Service records that are batch-loaded into the system weekly. OCLC users have online access to the Library of Congress Name-Authority file of records, an important reference tool for cataloging.

There are over 90 million location symbols in the data base associated with OCLC bibliographic records. Location symbols are unique three-character identifiers for each library that has used an OCLC bibliographic record for cataloging. Each record in the data base has on the average ten institution symbols within its holdings display.

Users of the Cataloging Subsystem may order custom-printed catalog cards shipped in filing order, machine-readable records through the OCLC-MARC Subscription Service, and Accessions Lists.

LANGUAGE DISTRIBUTION OF RECORDS

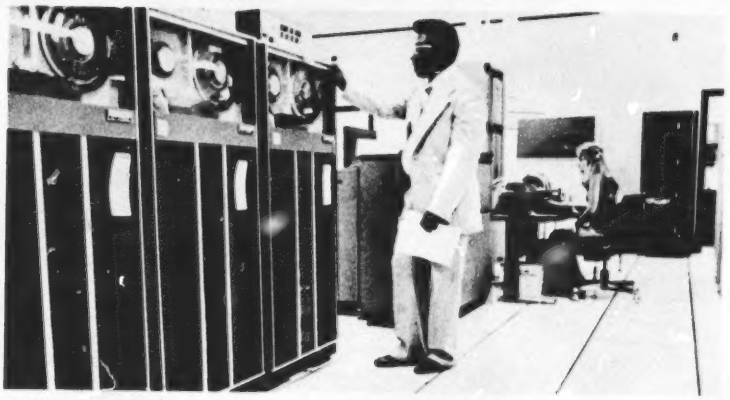
OCLC #7,000,000
December 4, 1980 Northeastern Illinois University (ILLINET)
OCLC #6,000,000
February 19, 1980 Upstate Medical Center (SUNY)
OCLC #5,000,000
May 24, 1979 University of Louisville (SOLINET)
OCLC #4,000,000
June 24, 1978 University of North Carolina, Greensboro (SOLINET)
OCLC #3,000,000
May 27, 1977 SUNY-Potsdam (SUNY)
OCLC #2,000,000
February 18, 1976 Boston University School of Theology Library (NELINET)
OCLC #1,000,000
September 6, 1974 Northeastern University (NELINET)

OCLC's Gold Records

Every bibliographic record that enters OCLC's data base is assigned an OCLC control number. When the OCLC number approaches the million mark, a lively competition among member libraries occurs as terminal operators try to capture an OCLC Gold Record. The steadily increasing number of records in OCLC's Online Union Catalog since it became operational on August 26, 1971 can be seen from the dates that "millionth records" were input.

Card Production

User at terminal hits PRODUCE key, resulting in card order.

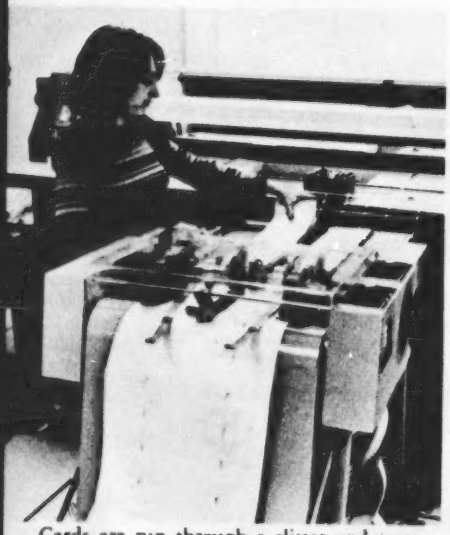


Orders for cards are recorded by online system. At end of day, card orders are run on another computer in whose memory is stored profile information. It takes about 20 hours to produce print tapes for one 15-hour day of online activity.

Print tapes are mounted on print stations. Each reel drives one printer.

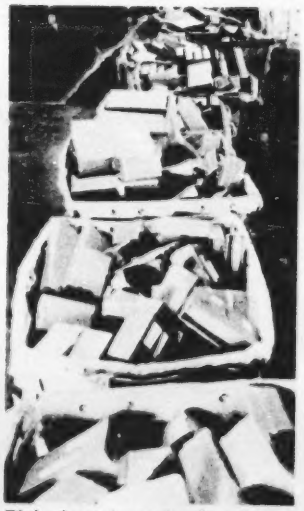
Information on cards is already alphabetized or in call number order, ready for filing in individual receiving catalogs.

OCLC's card production facilities. Over 3,600 parcels are prepared and mailed daily. Over eight tons of paper are used each week.



Cards are run through a slitter and temporarily stored in large bins.

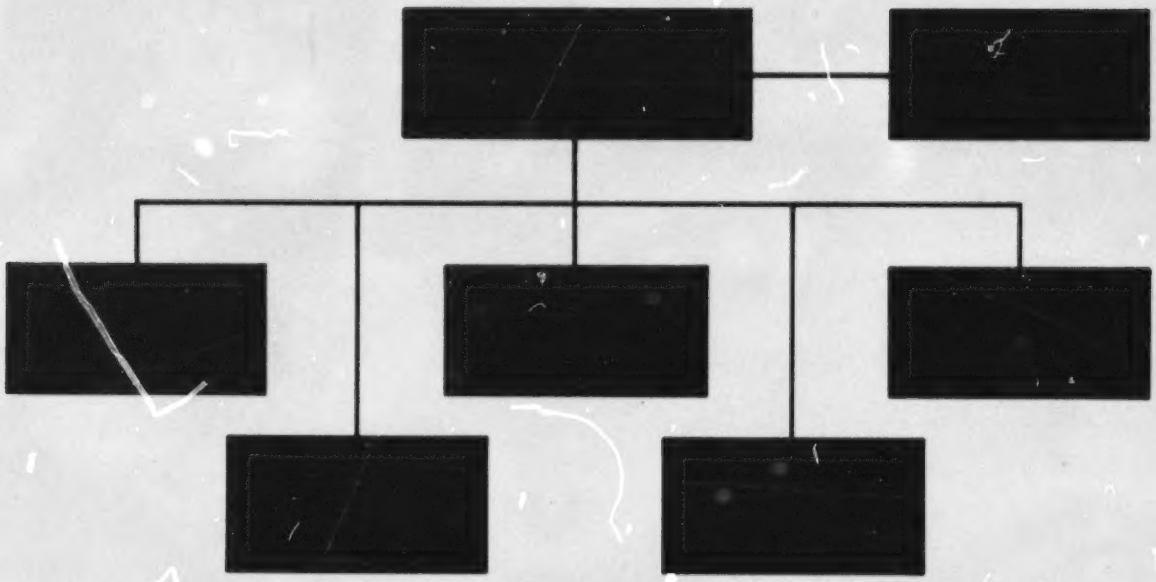
Production workers pull individual card orders from bins. Address labels printed that day tell them what size container to use and postage needed.



Eight hours' worth of card production is ready to go.

Organization

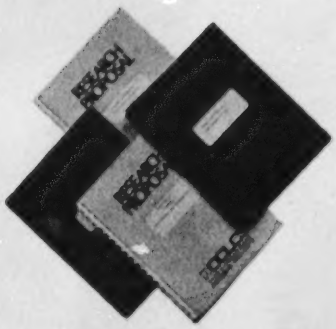
Since OCLC's founding in 1967, its staff has grown from 2 to over 435 staff members. Today the company is organized into five divisions, the Executive Office, and the Office of Planning and Research. Each organizational unit is charged with a specific mission.



Research Activities

Through research, OCLC maintains its commitment to explore, study, and participate in technological advances in library and information science. Research efforts address long-term problems in these areas.

Research staff has studied subject heading distribution in OCLC records, system algorithms for detection of duplicate online records, search key use in the OCLC Online System, terminal requirements for computerized catalogs, and adaptive monitoring and prompting techniques for online systems.



CHANNEL 2000

In fall, 1980, OCLC conducted a test of a viewdata system, CHANNEL 2000. Viewdata is a new means of information distribution to homes and offices that uses an adapted TV set or special low-cost terminal to display pages of text and graphics.

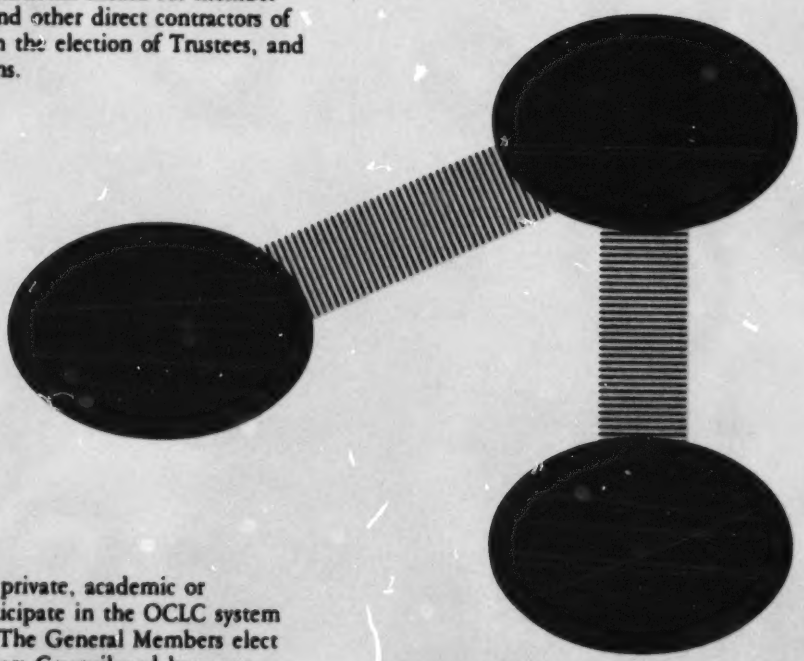
The CHANNEL 2000 test investigated the technical, business, market, and social issues involved in electronic delivery of information using viewdata. During the test in 200 homes in the Columbus area, people ordered books from a library, read encyclopedia articles, paid bills, found information on government services, identified community events, and tutored children in mathematics and reading.

OCLC will continue to assess the viewdata medium through Viewtel, a new research project currently under way.

Governance Structure

The governance structure of OCLC is designed to make OCLC increasingly effective in attaining its purpose, which is to promote the evolution of library use, of libraries themselves, and of librarianship.

OCLC's governance structure combines the benefits of a tightly held, not-for-profit corporation and a network cooperative. Libraries, through organizations that contract with OCLC, are members of OCLC. Decision-making powers with regard to replacement of management and approval of policy and budgets reside in a Board of Trustees. The Users Council provides a formal institutional means for member libraries in networks and other direct contractors of OCLC to participate in the election of Trustees, and thus, in policy decisions.



General Members

All libraries, public or private, academic or nonacademic, that participate in the OCLC system are General Members. The General Members elect the delegates to the Users Council and have representatives appointed to committees on the Board of Trustees and the Users Council.

Users Council

Members of the Users Council are those networks, systems, consortia, or groups of libraries participating in OCLC that contract directly with OCLC and have 1 percent of terminals online in the OCLC system.

The purpose of the Users Council is to give participating libraries in networks and other current users of OCLC an institutionalized role, particularly in policy decisions. Some of the Users Council's responsibilities include:

- Encouraging and facilitating any OCLC operations, plans, or cooperative efforts that benefit the General Members
- Representing interests and concerns of the Users Council Members and General Members
- Expediting the flow of information between General Members and OCLC

Board of Trustees

The 16-member Board of Trustees holds the powers and duties necessary for governance of OCLC. Each Trustee may serve two successive six-year terms on the Board before being required to go off the Board for at least one year before being eligible for reelection to the Board. Categories of Trustees are:

8 Trustees elected by the 16 Trustees

- 5 Trustees must be persons from among the fields of business, law, finance, government, economics, accounting, computer science, communication technology, marketing, or other like areas.
- 3 Trustees must be members of the library profession.

1 Trustee shall be the President of OCLC
1 Trustee is the Permanent Founder Trustee, Frederick G. Kilgour
6 Trustees elected by the Users Council from its membership

Business and Finance

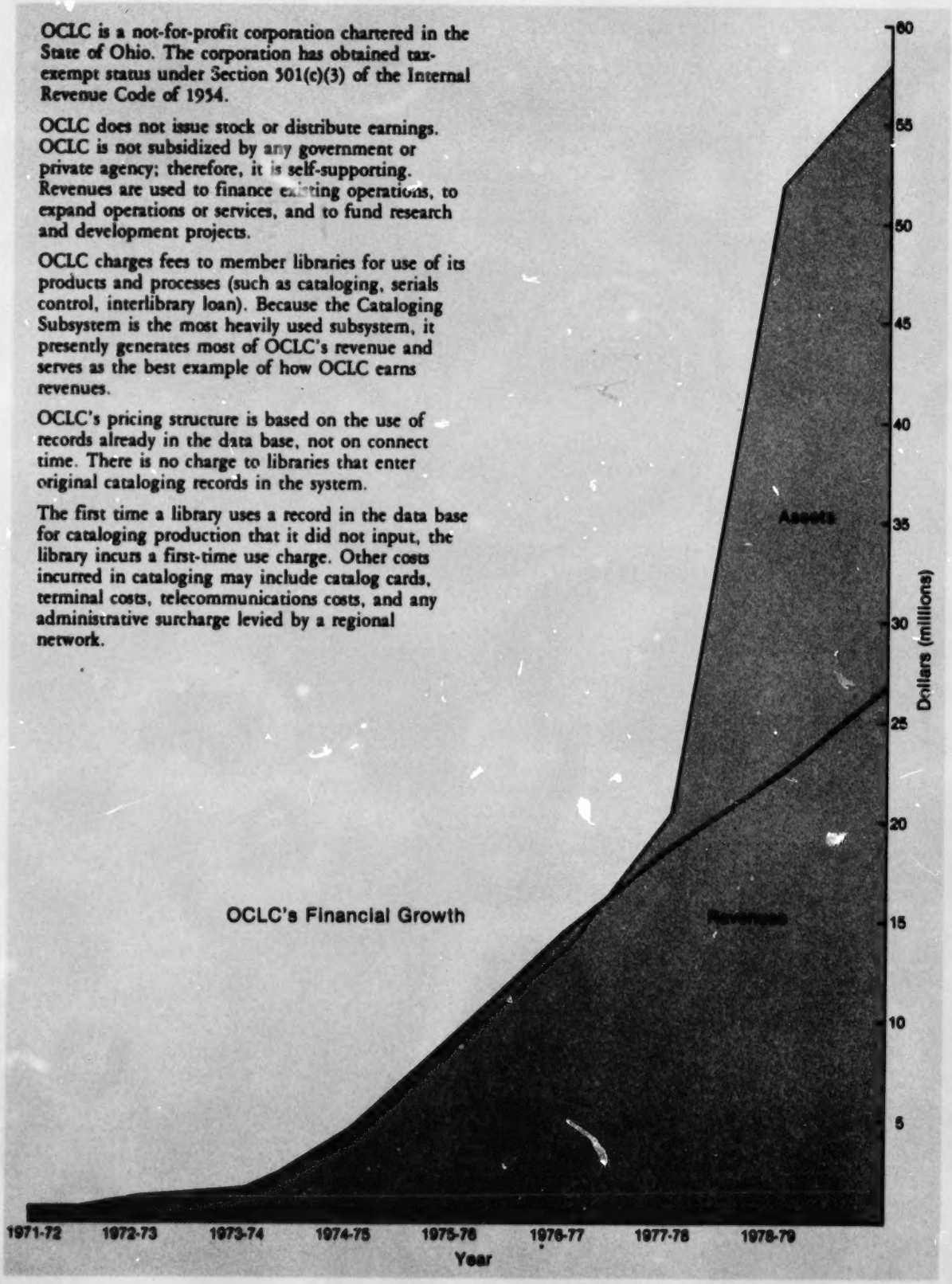
OCLC is a not-for-profit corporation chartered in the State of Ohio. The corporation has obtained tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954.

OCLC does not issue stock or distribute earnings. OCLC is not subsidized by any government or private agency; therefore, it is self-supporting. Revenues are used to finance existing operations, to expand operations or services, and to fund research and development projects.

OCLC charges fees to member libraries for use of its products and processes (such as cataloging, serials control, interlibrary loan). Because the Cataloging Subsystem is the most heavily used subsystem, it presently generates most of OCLC's revenue and serves as the best example of how OCLC earns revenues.

OCLC's pricing structure is based on the use of records already in the data base, not on connect time. There is no charge to libraries that enter original cataloging records in the system.

The first time a library uses a record in the data base for cataloging production that it did not input, the library incurs a first-time use charge. Other costs incurred in cataloging may include catalog cards, terminal costs, telecommunications costs, and any administrative surcharge levied by a regional network.



OCLC's Financial Growth

Networks

Regional networks are independent organizations that contract with OCLC to provide services to their member libraries. OCLC supports and endorses the concept of regional networking. The regional networks are the primary vehicles for marketing OCLC products and processes within their respective regions. They provide the basic means by which OCLC furnishes support services to users of the OCLC system. Regional networks are a vital force and have a prominent role in determining new or future markets for OCLC services.

AMIGOS Bibliographic Council (AMIGOS)
Suite 321
11300 North Central Expressway
Dallas, TX 75243
(214) 750-6130, 6131, 6132, 6133

Bibliographical Center for Research (BCR)
Suite 212
245 Columbine
Denver, CO 80206
(800) 525-0190; (303) 388-9261

Consortium of Universities of the Washington Metropolitan Area (CAPCON)
1776 Massachusetts Avenue, NW
Washington, DC 20036
(202) 785-0700, 0701

Cooperative College Library Center (CCLC)
Suite 602
159 Ralph McGill Boulevard, NE
Atlanta, GA 30308
(404) 659-6886

OCLC Europe
2nd Floor
Lloyds Bank Chambers
75 Edmund Street
Birmingham B3 3HD England
United Kingdom

Five Associated University Libraries (FAUL)
757 Ostrom Avenue
Syracuse, New York 13210
(315) 423-3021

Federal Library Committee (FEDLINK)
Library of Congress
Building 159, Room 400
Navy Yard Annex
Washington, DC 20540
(202) 287-6055

ILLINET Bibliographic Data Base Service (ILLINET)
Illinois State Library
Centennial Building, Room 537
Springfield, IL 62756
(217) 785-1532

Indiana Cooperative Library Services Authority (INCOLSA)
1100 West 42nd Street
Indianapolis, IN 46208
(317) 926-3361

Midwest Region Library Network (MIDLNET)
C. S. Mott Building #311
University of Chicago
1225 East 60th Street
Chicago, IL 60637
(312) 753-2009

MIDLNET/OCLC Office
c/o Maryville College
13550 Conway Road
St. Louis, MO 63141
(314) 576-6710

Minnesota Interlibrary Telecommunications Exchange (MINITEX)
30 Wilson Library
309 19th Avenue South
University of Minnesota
Minneapolis, MN 55455
(612) 376-3926

Michigan Library Consortium (MLC)
720 Science Library
Wayne State University
Detroit, MI 48202
(313) 577-4061

Address effective May, 1981
6810 South Cedar,
Suite 8
Lansing, MI 48910

Nebraska Library Commission (NEBASE)
1420 P Street
Lincoln, NB 68508
(402) 471-2045

NELINET, Inc.
385 Elliot Street
Newton, MA 02164
(617) 969-0400

OCLC Western Service Center
9th and Dartmouth
Claremont, CA 91711
(714) 621-8046

P.O. Box 03376
Portland, OR 97203
(503) 283-4794, 4830

San Francisco State University Library
1630 Holloway Avenue
San Francisco, CA 94132
(415) 239-1840, 1841

OHIONET
1500 West Lane Avenue
Columbus, OH 43221
(800) 282-8975; (614) 486-2966

PALINET
3420 Walnut Street
Philadelphia, PA 19104
(215) 382-7031

Pittsburgh Regional Library Center (PRLC)
Chatham College
Pittsburgh, PA 15232
(412) 441-6409

Southeastern Library Network (SOLINET)
400 Colony Square, Plaza Level
1201 Peachtree Street, NE
Atlanta, GA 30361
(404) 892-0943

State University of New York (SUNY)
State University Plaza
Albany, NY 12246
(518) 474-1685

SUNY/OCLC Network
60 East 42nd Street
New York, NY 10165
(212) 599-0233

Wisconsin Library Consortium (WLC)
464 Memorial Library
728 State Street
Madison, WI 53706
(608) 263-5051

New

Association for Library Information (AFLI)
Duquesne University Library
Pittsburgh PA 15219
(412) 434-6138

How to Use the OCLC Catalog

Follow these easy steps, and you'll be able to find information about books and other library materials.

Make sure blinking rectangle (cursor) is at top left of screen, at Home position.

To move cursor, press and release the Home key, or move the cursor using the keys marked with arrows (↑ ↓ ← →)

You can find information by constructing a search key based on segments of words in a title or an author's name. Use a pattern combination of letters and commas (the comma key is to the right of the M key).

To find a book by its title:

Type first three letters of first word of title and then a comma. Exclude articles such as *a, an, the* when they occur as the first word of a title.

Type first two letters of second word plus a comma

Type first two letters of third word plus a comma

Type first letter of fourth word

Press and release DISPLAY REC'D key, then the SEND key

Some examples of a title search key (3,2,2,1) are:

Guide to Exposed Concrete Finishes	gui,to,ex,c
The Great Train Robbery	gre,tr,ro,
Huckleberry Finn	huc,fi,,

To find a book by its author and title:

Type first four letters of author's last name and a comma

Type first four letters of title (exclude articles such as *a, an, the* when they occur as the first word of the title)

Press and release DISPLAY REC'D key, then the SEND key

Examples of an author-title search key (4,4) are:

Ernest Hemingway's For Whom the Bell Tolls	hemi,for
William Manchester's American Caesar	manc,amer
Alex Haley's Roots	hale,root
Arthur Clark's 2001	clar,2001

To find the works of an author:

Type first four letters of author's last name and a comma

Type first three letters of author's first name and a comma

Type first letter of middle name (if known)

Examples of an author search key (4,3,1)

Puzo, Mario	puzo,mar,
Tyler, Anne	tyle,ann,

Additional Suggestions

In response to a search, the screen display sometimes has a numbered list. If this happens, simply type the numeral of the item you wish to examine, press and release the DISPLAY REC'D and SEND keys. Example:

The screen display shows 12 entries, and you wish to see the 7th. Type: 7 and then press and release the keys DISPLAY REC'D and SEND.

If the screen display says "Screen 1 of 2", to examine the next screen, simply type *ns* and then press and release the keys DISPLAY REC'D and SEND. To examine previous screen, type *ps* and then press and release DISPLAY REC'D and SEND keys.

If you make a typing mistake, simply move the cursor over to the character to be changed and type the correct character. To move the cursor, press and release keys marked with arrows (↑ ↓ ← →).

The bibliographic record that displays on the terminal screen has information similar to that on a catalog card. The OCLC Catalog will also provide you with a list of libraries that hold the item you are looking for. To obtain this list, follow instructions at the top of screen 1 of the bibliographic record.